

# **TOWN OF LOOMIS**

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **PROCEDURES FOR LIABILITY CLAIM REPORTING POLICY**

<b>Effective Date:</b> 11/12/1991 <b>Amended:</b> 1/12/2016	<b>Resolution</b> 16-01
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#### **PURPOSE**

It is recommended that the Town of Loomis maintains a confidential file on each claim by the Town Clerk's office.

#### **PROCEDURE**

The following are the steps to process a liability claim:

1. A Town of Loomis "Claim Form" must be completed and returned with any back-up material attached and given to the Town Clerk's office.
2. Clerk will email/mail a copy of the completed claim form with all the back-up material to the Town's Claims Administrator (Administrator).
3. Within 10 days the Town Clerk's office will receive an acknowledgement of the claim from the Administrator.
4. A full report will be submitted by the Administrator approximately 30-45 days after the claim is received noting the incident, claim filing and rejection, damages, Liability, factual background and further handling.
5. A Notice of Rejection by Operation of Law will be sent out within/after 45 days from the Town Clerk's office.
6. Regular status reports are sent to the Town every 30 days until conclusion of the claim, unless an extended diary is warranted.
7. A letter from the Administrator will be sent out to the Town Attorney and the Town Clerk's office giving a closing report on the matter.

All reports and correspondence from the Administrator will be addressed to the Town Attorney and a copy to the Town Clerk (for the file).